



DEPARTMENT OF SOCIAL SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF SOCIAL SERVICES	RELEASE DATE:	Thursday, February 4, 2010
POSITION TITLE:	CEA 4, DEPUTY DIRECTOR, ADULT PROGRAMS DIVISION (PENDING CONTROL AGENCY APPROVAL)	FINAL FILING DATE:	Friday, February 26, 2010
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	02042010_1

POSITION DESCRIPTION

As a member of the Executive staff, the Deputy Director provides executive leadership and establishes policies and procedures for the programs delegated to the Adult Programs Division within the California Department of Social Services (CDSS), the nation's largest state social services system. The Deputy Director is responsible for the planning, development, implementation, administration and assessment of the Department's policies, programs, and procedures related to the Adult Programs Division.

This position is instrumental in developing policies and direction for the Adult Programs Division which is responsible for the Supplemental Security Income/State Supplemental Payment (SSI/SSP) program, In-Home Supportive Services (IHSS) program, the Case Management Information and Payrolling System (CMIPS), Adult Protective Services (APS), Cash Assistance Program for Immigrants and California Veterans Cash Benefits Program.

The IHSS program consists of the Personal Care Services Program (PCSP), Residual IHSS Program and the IHSS Plus Option and provides assistance to approximately 456,000 eligible aged and disabled persons allowing them to remain in their own homes instead of entering out-of-home care (such as a nursing home or assisted living facility). The APS program provides assistance to California's elderly and dependent adult population who are victims of abuse, neglect or exploitation.

The Deputy Director testifies at legislative hearings, responds to press inquiries and articulates policy positions to the public, media, other state, federal and local government entities, medical community, advocacy groups, and others.

As a member of the Executive team, the Deputy Director participates in the development and implementation of the department's strategic plan and efforts to make CDSS an Employer of Choice.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;

analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- a. Knowledge of the department's mission, organization, goals, functions, and policies as well as its relationships with other state, federal and local entities.
- b. Knowledge of the IHSS, SSI/SSP, and Adult Protective Services programs.
- c. Experience in analyzing complex administrative issues or problems, and developing policies, procedures or specific solutions.
- d. Possess excellent oral and written communication skills.
- e. Demonstrated ability to overcome obstacles to successfully manage a large and diverse group of professional and support staff in the fulfillment of organizational and programmatic goals.
- f. Demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity; including interacting with the Health and Human Services Agency, legislative consultants, federal, county and other local entities, advocacy and stakeholder organizations.
- g. Ability to establish and maintain positive and productive working relationships with the Department's Executive Staff; as well as with other state agencies, including state control agencies.
- h. Experience in preparing and delivering testimony before legislative committees.
- i. Ability to utilize performance measurements to increase program performance.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 4, DEPUTY DIRECTOR, ADULT PROGRAMS DIVISION (PENDING CONTROL AGENCY APPROVAL)**, with the **DEPARTMENT OF SOCIAL SERVICES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of a screening committee established to screen the application and two-page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used by the screening committee to screen the application and two-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates, in which a qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews will be held during March/April 2010.

FILING INSTRUCTIONS

- * Specify which examination you are applying for.
- * Attach a copy of your DD214 or other official discharge documents if qualifying under Pattern IV.
- * Applicants who fail to submit a Statement of Qualifications will be eliminated from the examination.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a minimum of 11-point font size with reasonable margins.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF SOCIAL SERVICES, EXAMINATION UNIT / ADULT PROGRAMS
DIVISION

744 P Street, MS 8-15-59, Sacramento, CA 95814
Vivian Herrera | (916) 653-5362 | Vivian.Herrera@dss.ca.gov

ADDITIONAL INFORMATION

Questions regarding the exam process should be directed to Vivian Herrera, at (916) 653-5362.

Questions regarding the position should be directed to Pete Cervinka at (916) 657-2598.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF SOCIAL SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>